



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
Ft Harrison, Montana 59636-4789

HRO

DATE 13 December 2006

HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-323
CLOSING DATE 27 December 2006

POSITION ADVERTISED AREA II TEMPORARY INDEFINITE WITHOUT POSSIBLE PERMANENT STATUS.

BARGAINING UNIT POSITION: MATERIALS HANDLER, WG-6907-06

SALARY RANGE: WG-06 \$16.68 - \$19.46 PH (per hour)

LOCATION: CRRA, Ft. Harrison, MT

SELECTING OFFICIAL: OC Michael Ollis

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒
COMPATIBILITY: ENL: CMF/MOS 63, 89 92/ 77F, 88H, 88M, 88N, 88Z
NON-SUPERVISORY ☒ TEMP INDEF ☒ (AREA II) TEMP ☐
-AREA II WITH NO POSSIBLE PERMANENT STATUS.

AREA OF CONSIDERATION

☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. Applicant must possess or be awarded and/or be assigned to the MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Encl 1). Failure to meet this requirement will result in loss of employment.

SUMMARY OF DUTIES: A brief statement of duties from Position Description NO. 70165000. If applicants desire, a copy of the PD can be obtained from the HRO. The purpose of this position is to oversee one or more product lines, a segment of a large warehouse, or serve as the senior employee in a smaller warehouse or supply facility. Performs a full range of warehousing activities to include receiving, storing, selecting and shipping bulk and bin materials and equipment. Coordinates; incoming and outgoing shipments and placement of materials within docking area. Prepares inventory and production reports, screens and identifies shipping and receiving documents for discrepancies, and directs shipments to shipping or storage areas. Identifies, examines, classifies,, accepts and disposes of a wide variety of materials and property including electronic equipment, aircraft and automotive components and assemblies.

PROMOTION POTENTIAL: None

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). The State Merit Placement Plan (DMAMT (AR) Regulation 40-335) applies to Area II. THIS IS A **BARGAINING UNIT POSITION.**

PCS FUNDS NOT AUTHORIZED.

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Area II applicants may submit one or a combination of the following: **DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format.** All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered. APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgreang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service), National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

/signed/
TROY A. FROST
Lt Col, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-323

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR MATERIALS HANDLER, WG-6907-06, 70165000

1. Skill in receiving, identifying, checking general condition, and processing incoming materials and equipment.
2. Ability to complete appropriate receipts, shipment and issue documents.
3. Knowledge of safeguarding, pilferage protection, and convenient storage locations.
4. Ability to prepare final products for shipment, distribution, or storage.

SELECTIVE PLACEMENT FACTOR: Must be able to operate a forklift.

GENERAL EXPERIENCE: General experience, education, or training which demonstrates the applicant's ability to compare item identification against receipt and issue documents.

SPECIALIZED EXPERIENCE: Must have 18 months of specialized experience involving receiving, storage, and assembling for issue or shipment materials or equipment.

/signed/
MICHAEL OLLIS
OC, MT ARNG
Electronics Mechanic Supervisor

Enclosure 1